

**REQUEST FOR AUTHORITY:
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

RG:51

LEAVE BLANK	
DATE RECEIVED DEC 16 1975	JOB NO NC1-51-76-16
NOTIFICATION TO AGENCY	
<p>In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10</p>	
Date 1-22-76	<i>James B. Rhoads</i> Archivist of the United States

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

- 1. FROM (AGENCY OR ESTABLISHMENT)
Executive Office of the President
- 2. MAJOR SUBDIVISION
Office of Management and Budget
- 3. MINOR SUBDIVISION
Office of the Director - Records Section
- 4. NAME OF PERSON WITH WHOM TO CONFER
Nell Doering/Charles Howton
- 5. TEL. EXT. Code
103 ext.3914
- 6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of - 6 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

December 12, 1975 *Melvin Margerum* **Record Officer**
(Date) (Signature of Agency Representative) (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>See attached Record Schedule: Record Schedule for the office of the Special Assistant to the Deputy Director for Federal Drug Management, Office of Management and Budget</p>	<i>1 w/f/pt</i>	

Copy to Agency 1-30-76

9 items

Federal Drug Management

The Special Assistant to the Deputy Director for Federal Drug Management is responsible for assisting in developing, evaluating, and implementing Federal drug abuse prevention policies and makes recommendations to the Director and the Deputy Director about management and funding support of such programs.

Federal Drug Management

Description	Location of Record	Authorized disposition
<p>1. <u>ADMINISTRATIVE RECORDS</u></p>		
<p>7. Correspondence relating to the internal organization and management of the office of the Special Assistant to the Deputy Director for Federal Drug Management.</p> <p>Chronological File Drug Management Charter and Activities Drug Management Objectives Drug Management Reorganization</p>	<p>FDM</p>	<p>Temporary - Retire to Record Section when 2 years old. Record Section will retain until no longer needed for administrative or reference purposes. Start new files every 2 years.</p>
<p>6. Noncurrent Record Transfers (OMB Form 56)</p>		<p>Nonrecord - Office reference copy. Dispose when obsolete or superseded.</p>

for disposal

Federal Drug Management

Description	Location of Record	Authorized disposition
<p>2. <u>PROGRAM RECORDS</u> Records which reflect the development, evaluation, and implementation of Federal drug abuse prevention policies and the responsibilities for recommendations on the management and funding support of such programs. Records include program related memoranda, studies, letters, staff papers, etc.; memoranda to the Director and others, on individual programs or issues; study reports. Records are maintained alphabetically by subject and reflect functions and activities such as:</p>	FDM	Permanent - Close files at end of every second calendar year. Retire closed files to Record Section every second calendar year. Offer to NARS when 8 years old. Start new files every second calendar year.
<p>9. <u>Federal Drug Management</u> Drug Abuse Containment Drugs of Abuse Heroin Barbituates, tranquilizers, amphetamines Cocaine Marihuana Other drugs Drug Priorities Supply Reduction Law enforcement Intelligence operations International operations Regulatory and compliance Science and technology Demand Reduction Drug abuse education Drug abuse prevention Treatment and rehabilitation Criminal justice system Research and development Manpower and Training Federal Drug Policy and Strategy Drug Program Organization and Management Federal Drug Program Budget</p>		
<p>10. <u>Federal Agency-related Drug Programs</u> Records relating to individual agency drug programs: Agriculture Central Intelligence Agency Customs Service (Treasury)</p>		

Federal Drug Management

Description	Location of Record	Authorized disposition
Defense Domestic Council Drug Enforcement Administration (Justice) National Institute on Drug Abuse (HEW) National Security Council Special Action Office for Drug Abuse Prevention State Department Treasury Department		
<u>Interagency Coordination</u> Records relating to OMB participation on cabinet-level and interagency committees and task forces, etc. Records include background materials for studies, minutes of meetings, agency comments, and general correspondence: Cabinet Committee on International Narcotics Control (CCINC) Domestic Council Drug Abuse Task Force Domestic Council Drug Committee Opium Policy Task Force		

Federal Drug Management

Description	Location of Record	Authorized disposition
<p>3. <u>WHITE HOUSE REFERRALS</u></p> <p>These records consist of routine inquiries, replies thereto, other correspondence in which no unusual administrative decisions, policies, or efforts are involved, and administrative background materials for formal informational releases.</p>	<p>FDM</p>	<p>Temporary - Retire to Record Section for disposal when 2 years old. Start new file every 2 years.</p>
<p>4. <u>CONGRESSIONAL REFERRALS</u></p> <p>These records consist of routine inquiries, replies thereto, other correspondence in which no unusual administrative decisions, policies, or efforts are involved, and administrative background materials for formal informational releases.</p>		
<p>5. <u>PUBLIC INQUIRY</u></p> <p>These records consist of routine inquiries, replies thereto, other correspondence in which no unusual administrative decisions, policies, or efforts are involved, and administrative background materials for formal informational releases.</p>		

Federal Drug Management

Description	Location of Record	Authorized disposition
<p>6. <u>NONOFFICIAL PAPERS</u></p> <p>Papers of a private or nonofficial character which pertain only to an individual's personal affairs that are kept in the office of an OMB employee will be clearly designated by him as nonofficial and will at all times be filed separately from the official records of his office. In cases where matters requiring the transaction of official business are received in private personal correspondence, the portions of such correspondence that pertain to official business will be extracted and made a part of the official files. All extra copies of documents preserved only for convenience of reference, and stocks of publications and processed documents.</p>	<p>FDM</p>	<p>Temporary - Review each year and dispose of all materials no longer needed for the transaction of current business.</p>